

JOB DESCRIPTION



Trusts and Foundations Assistant

1. JOB DETAILS

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| Job Title: | Trusts and Foundations Assistant |
| Department: | Fundraising |
| Location: | Head Office, Tyrwhitt House, Leatherhead, KT22 0BX |
| Band: | 4 |
| Status: | Permanent |
| Hours: | 37.5 |
| Reporting to: | Head of Trusts and Foundations |

2. OVERALL PURPOSE

To support the Trusts and Foundations Team to secure income from trusts and foundations and to provide administrative support.

3. KEY RESPONSIBILITIES

- To work with and support the Trusts & Foundations Team to achieve annual income targets.
- To coordinate the bi-annual trust mailings and ad-hoc mailings (e.g. prospects or lapsed donors).
- Maintain and develop a portfolio of trusts and foundations (giving value typically ~£10k and below). This will include research, planning, sending applications, fulfilling reporting requirements and general donor stewardship.
- To lead on day-to-day administration for the Trusts & Foundations Team including: income processing; generating thank you letters; overseeing the filing of electronic and paper records of communication with stakeholders; regular database checking and cleaning; other tasks as required.
- To support the Trusts & Foundations Team by sourcing internal information required for applications, monitoring and evaluation reports – including from colleagues and internal data sources.
- Contribute towards copywriting and proofreading of Trust fundraising materials, applications and reports.

- Support the Trusts & Foundations Team to identify and research new funding opportunities.
- To develop an understating of Combat Stress' work and beneficiaries in order to clearly communicate to external stakeholders.
- To maintain accurate records of all relevant activity where appropriate, primarily on donor database (Raiser's Edge).
- Any ad-hoc duties as may be necessary from time-to-time during and out of office hours.
- To comply with all relevant laws, policies and guidelines (including Combat Stress policies, GDPR regulations and Fundraising Code of Practice).

4. RISK MANAGEMENT

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

As an employee of Combat Stress you are required to be risk aware, readily able to identify risks faced by you and by Combat Stress in the course of your day-to-day employment. Where a new risk is identified it is to be reported through your line manager.

We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

Signature – Job Holder

Date

Signature – Line Manager

Date

Reviewed/created: October 2023